

LIFE SKILLS INSTRUCTOR

DEFINITION

Under general supervision, provides classroom instruction on youth intervention programs, and provides positive alternatives for youth at after school sites.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a sworn supervisor.

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Life Skills Instructor is a specialized non-sworn class in the Police Department. Incumbents teach youth the skills needed to live drug free lives, implementing principles to provide guidance, stability and good choices. The instructors may be trained in Police Activities League operation, the "LifeSkills" program, or other youth outreach programs. Incumbents will be required to organize, implement and coordinate youth activities at various sites throughout the City of Fresno. Reporting to a sworn supervisor, Life Skills Instructors will be required to work variable seasonal schedules to accommodate various school schedules and provide coverage for after school activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are limited to, the following:)

Teaches a 12-week curriculum on drug prevention, alcohol use and character issues in a classroom setting with weekly one-hour blocks of instruction per class.

Establishes rapport with children and work on building their self esteem through training, coaching, and after school activities.

Works with school staff to set schedules and establish a positive relationship to foster the educational environment.

Facilitates a variety of activity-oriented techniques which are designed to encourage student-generated responses to problem solving solutions.

Organizes recreational, sporting and educational activities; arranges and leads field trips.

Issues, collects, assembles, disassembles and maintains a variety of equipment and materials, such as display booths, table and chairs, used in program activities.

Plans and implements out of town activities involving youth and chaperones.

Processes necessary paperwork in a timely manner to meet deadlines and grant requirements.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The English language and the ability to speak and write clearly and correctly.

Ability to:

Learn basic classroom procedures and teaching techniques.

Learn "LifeSkills" curriculum or other youth-related material and apply in a classroom setting.

Work in an office setting utilizing a team concept to achieve unit goals.

Access, review, and process confidential police records and information.

Plan and effectively present material orally.

Establish and maintain effective working relationships.

Motivate students and generate enthusiasm for the topic presented.

MINIMUM QUALIFICATIONS

Experience:

One year of experience with a law enforcement agency performing the full range of duties as a sworn Peace Officer where the minimum qualifications required graduation from a Basic Academy.

SPECIAL REQUIREMENTS

Possession of a valid California Driver's License is required and must be maintained during the entire term of employment in the job class.

Must successfully complete a polygraph test and background investigation prior to appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____